

Park County Commission Meeting Minutes  
Week of April 28 – May 2, 2014  
Park County, Montana

**April 28, 2014**

Public Comment Period, County Departmental Updates, Signing of Administrative Documents and Review of Daily Correspondence/Agenda

@9:00 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Scott Hamilton, PCSO; Parks Frady, public works; Sam Sheppard, FWP; John Mueller, minutes clerk

Sam Sheppard, FWP warden captain, provided an update of bison presence and management efforts in the Gardiner Basin.

Correspondence for April 24 included:

- Memo re. Meals on Wheels MOU
- Memo re. DES position draft position announcement
- Memo re. MDT Gardiner north county construction agreement
- Memo re. weekly Fleshman Creek Project update
- Memo re. NACo EELU steering committee update
- Memo re. April YGM Board meeting agenda
- Memo re. East Yellowstone Zoning District letter of concern
- Memo re. county printing specifications
- Memo re. DES application briefing

Correspondence for April 25 included:

- Memo re. county printing specifications
- Memo re. North Hill radio site pictures
- Memo re. citizen Fair Board seat application
- Memo re. East Yellowstone Zoning District letter of concern
- Memo re. City/County officials high water coordination meeting
- Memo re. YGM roof project closeout
- Memo re. YGM roof project closeout meeting request

@9:41 a.m., the meeting adjourned.

## Human Resource Department Updates

@10:03 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Jill Ouellette, HR; John Mueller, minutes clerk

Jill Ouellette, HR, provided a final bill for a damaged road department vehicle; an exit interview from a homemaker who resigned; and two updated homemaker and a fairgrounds caretaker job descriptions. Commissioner Malone said the caretaker job description is more detailed than necessary. Ouellette said she continues to work on updating job descriptions and obtaining employee handbook signature receipts. Three applications have been received for the deputy sheriff posting. Ouellette reported on an April 24 JPA/JPIA seminar on, in part, hiring, discipline, termination and workplace bullying. A part time Angel Line employee will assist Ouellette with data entry for the county safety training database.

@10:26 a.m., the meeting adjourned.

## Discussion/Decision and Signing of Sanitarian Services Contract with Sweet Grass County

@10:30 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan and Malone; Barbara Woodbury, environmental health; John Mueller, minutes clerk

Barbara Woodbury, environmental health, said Sweet Grass and Park County commissioners are interested in continuing the contact for Park County to provide sanitarian services to Sweet Grass County. The contract was increased three percent this year, from \$12,000 to \$12,360, to cover increased fuel costs.

Commissioner Durgan moved to sign the contract with Sweet Grass County, noting a three-percent increase. Commissioner Malone seconded the motion. Motion passed.

@10:34 a.m., the meeting adjourned.

## Discussion on Park County Payment in Lieu of Taxes (PILT) Budgeting

@11:01 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Scott Hamilton, PCSO; Wendy Wood, SAR; Raea Morris, administrative assistant; Lani Hartung, finance; John Mueller, minutes clerk

There was discussion about ensuring the county has \$1.5-million in the PILT fund reserve budget for the upcoming fiscal year, as well as cutting \$800,000 from the county budget.

@12:02 p.m., the meeting adjourned.

### **Park County Board/Committee Meetings**

1:00 p.m. – Park County Weed Board – MSU Extension Office, Livingston – Commissioner Durgan attended

### **April 29, 2014**

*All meetings canceled* – Commissioners Durgan and Tinsley attended an East Side Elementary School program as part of the Fleshman Creek Restoration Project; Commissioner Malone out of the office

### **Update on Current County Projects**

Fleshman Creek Project  
Gardiner Gateway Project  
Bicycle/Pedestrian Trail Extension  
Gardiner Green Box Refuse Site  
Gardiner Confluence Park Project  
Gardiner Sidewalk Extension Project  
Bicycle Trail Extension Resurfacing  
Museum Roof Restoration Project  
Fairgrounds Sewer Project  
Rock Creek Road  
TSEP County Bridge Improvement Project

### **ACTION ITEMS**

Signing of Memorandum of Understanding for Meals on Wheels

Signing of Northwestern Energy Agreement to Install Electrical Service in Maintenance Storage Shed Building

### **CONSENT ITEMS**

Review of Minutes for Week of April 21, 2014

Public Comment Period, County Departmental Updates, Signing of Administrative Documents/Claims and Review of Daily Correspondence/Agenda

## **Public Hearings/Ordinance/Resolutions**

Signing of Resolution Amending Resolution #378 Renaming the Wilsall Water District as the Park County Wilsall Water District

## **Park County Board/Committee Meetings**

5:30 p.m. – Yellowstone Gateway Museum Board – Yellowstone Gateway Museum

## **April 30, 2014**

Public Comment Period, County Departmental Updates, Signing of Administrative Documents/Claims and Review of Daily Correspondence/Agenda

@9:00 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant

Correspondence for April 28 included:

- Memo re. fire district election canvassing
- Memo re. Park County Weed Fair
- Memo re. Southern Zone Agency Administration meeting
- Memo re. call for RAC steering committee nominations
- Memo re. 2013 open cut mining April audits and enforcement
- Memo re. EPA Waters of the U.S.
- Memo re. Park Board meeting room
- Memo re. Planning and Zoning Commission meeting
- Memo re. MDT millings agreement for Springdale and Gardiner
- Memo re. True North Steel purchase order
- Memo re. Montana Department of Commerce TSEP grant contract
- Memo re. Board of Health special meeting

Correspondence for April 29 included:

- Memo re. fairgrounds printing needs
- Memo re. 2013 open cut mining APR audits and enforcement
- Memo re. Board of Health special meeting confirmation
- Memo re. Fleshman Creek Project field tour photos

Commissioner Malone reported on auction vehicles he viewed the previous day. Commissioner Durgan reported on an April 28 Park County Weed Board meeting and an April 29 tour of Fleshman Creek with area fifth graders.

@9:46 a.m., the meeting adjourned.

Discussion/Decision on Yellowstone Gateway Museum Roof Replacement Substantial Completion

@10:00 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley

Commissioner Malone moved to approve the certificate of substantial completion for the Yellowstone Gateway Museum roof replacement project. Commissioner Durgan seconded the motion. Motion passed.

@10:01 a.m., the meeting adjourned.

10:30 a.m. – Claims Review

**May 1, 2014**

**Opening of Meeting:** 9:01 a.m.; Commission Chambers

*Attendance:* Commissioners Durgan and Tinsley; Greg Coleman, DES; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Kelly Johnson, maintenance; Lani Hartung, finance; Denise Nelson, clerk and recorder; Jill Ouellette, HR; Kristen Galbraith, Nittany Grantworks; Dann Babcox, PCRFD#1; Barbara Shesky, GCC; John Mueller, minutes clerk

**Department Updates**

Lani Hartung, finance, said she has downloaded documents necessary to calculate the value of a mill.

Greg Coleman, DES/county fire, provided an update of activities in his departments.

Jill Ouellette, HR, provided employee PERS paperwork for signature.

**ACTION ITEMS**

Signing of Northwestern Energy Agreement to Install Electrical Service in Maintenance Storage Shed Building: There will be no cost to the county for hookup. Commissioner Durgan moved to sign the agreement to install electrical service to the storage shed at 103 North E Street, directly across from the courthouse. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Memorandum of Understanding for Meals on Wheels: Park County will provide \$21,000 for Meals on Wheels services (same amount as last year).

Commissioner Durgan moved to sign the Memorandum of Understanding for Meals on Wheels. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Montana Disaster and Emergency Services Myer's Flat Facility Public Safety Communications Systems Infrastructure Upgrades Application: Kristen Galbraith, Nittany Grantworks, said grant funds in the amount of \$130,000 will be sought for four repeaters and a radio at the site. No county match required. Commissioner Durgan moved to sign the application. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Montana Disaster and Emergency Services North Hill Facility Public Safety Communications Systems Infrastructure Upgrades Application: Galbraith said the cost for the new tower, backup generator building and other equipment will be around \$195,000 to \$200,000. Commissioner Durgan moved to sign the application for the North Hill Facility. Commissioner Tinsley seconded the motion. Motion passed.

### **Public Hearings/Ordinances/Resolutions**

Signing of Resolution Amending Resolution #378 Renaming Wilsall Water District to Park County Wilsall Water District: Clerk and Recorder Denise Nelson said the issue at hand is a housekeeping matter to match the water district's title to the title on the resolution that created it. Commissioner Durgan moved to approve Resolution #1184 to amend the name to the Park County Wilsall Water District. Commissioner Tinsley seconded the motion. Motion passed.

Second Reading of Gardiner Resort Tax Area Administrative Ordinance (9:30 a.m.): Ordinance has been advertised per statute. Kevin Larkin, treasurer, said paperwork states the property tax relief will take effect November 2015, not this fall as many property owners had expected. He said it may be possible to have the relief experienced this fall. Civil Deputy County Attorney Shannan Piccolo agreed such could occur. Also, exemption language exists for nonprofit religious organizations, which legally can be amended by the Commission to include non-religious nonprofits, as well. Barbara Shesky, Gardiner Chamber of Commerce, said she strongly recommends the Commission consider Larkin's suggestion of reporting funds by October 10, 2014. Shesky said Gardiner residents would like the county to hold an evening meeting in Gardiner to educate local residents on the upcoming resort tax.

Commissioner Durgan moved, based on public comment, to modify proposed ordinance Section 10 from November 2015 to October 10, 2014; and the date in Section 18 Subsection C from 2015 to 2014. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Durgan moved to approve Ordinance 29 as amended. Commissioner Tinsley seconded the motion. Motion passed.

## **CONSENT ITEMS**

### Public Comment Period, Signing of Administrative Documents/Claims and Review of Daily Correspondence/Agenda

Correspondence included:

- Memo re. Nittany Grantworks Freshman Creek and other project grants
- Memo re. certificate of liability insurance
- Memo re. RPA Mission Field Airport improvements
- Memo re. SAR payment
- Memo re. employee leave request
- Memo re. Sheriff Deputy vehicles AEDs

Review of Minutes for the Week of April 21, 2014: Commissioner Durgan requested a revision to Page 3 of 10. A sentence should read, “Not having county legal counsel on the selection committee would avoid limiting counsel in representing the county if a lawsuit arose from an interview/selection process.” Commissioner Durgan moved to accept the minutes as amended. Commissioner Tinsley seconded the motion. Motion passed.

**Adjournment:** 10:28 a.m.

### **May 2, 2014**

No Commission Meetings Scheduled

8:00 a.m. – FEMA Flood Application Briefing, Fort Harrison – Commissioner Malone attended

8:30 a.m. – Commissioner Tinsley in Wilsall to Hear Area Resident Concerns – Val’s Mercantile

10:00 a.m. – Commissioner Tinsley in Clyde Park to Hear Area Resident Concerns – Clyde Park Town Hall

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana